

MAIN HRS

DCDS Reports

Timekeeper Reports - B HR-306 - Detail Time

Purpose:	The Detail Time report provides detailed information on hours reported for a pay period. The minimum data required to be entered is department, agency and TKU.
Frequency:	As requested (after timesheets for the requested pay period have been saved or submitted). If requested before timesheets have been saved, fields will be blank.
Distribution:	The report is available to DCDS users who have been granted the appropriate security.
Sequence:	Department, Agency, TKU, Employee Name
Media:	Displayed on-line or the report may be printed.
Retention:	Per Department Policy. Information is available on-line for one fiscal year.
Information:	<p>A. The Detail Time report is accessed through the <u>R</u>eports, Timekeeper, <u>B</u> - Detail Time items on the menu.</p> <p>B. The following detail is displayed:</p> <ul style="list-style-type: none">■ Hours Type■ Pay Period Total (PP Total)■ Number of hours reported for each day of the week

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Information: *(Continued)*

- Weekly Total
- Sum Total (for split pay old-year sum and new-year sum are displayed)
- Day
- Date
- Hours Type
- Comments
- Signature Line
- Submitted By
- Date Submitted
- Approved By
- Date Approved

C. To print a copy of the report, select File and click on the Print menu items. The Print window will display, click the OK button. The report will print at the designated printer for that PC.

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File Edit Options Functions Params Reports Window Help

Report Request

Time Daily

Department: 59

Agency: 01

TKU: 606

PP End Date: 5/3/97

SSN: 590101891

OK Close

Ready

Report Request Screen

To display the Report Request screen for the Detail Time report, select the Reports menu item from the Menu bar and click on the Timekeeper menu item. From the cascading menu, click on B - Detail Time menu item.

The Report Request screen allows users to enter the appropriate criteria to request the Detail Time Report.

Enter the Department, Agency, TKU and Pay Period End Date. To display information for a specific employee, enter or select the Social Security Number. If a SSN is not entered, information for all employees in the TKU will display. When the appropriate information has been entered, click the OK button.

The Report Pre-View screen displays the Detail Time Report on-line. The printed report is displayed on the next page in which all fields can be viewed.

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HR-306 - Timekeeper Detail Time

HR – 306		MAIN HUMAN RESOURCE SYSTEM DETAIL TIME REPORT										RUN DATE: 10/09/1997 07:31:29 PAGE 1 OF 1						
DEPARTMENT: 59 DEPARTMENT OF TRANSPORTATION										PAY PERIOD END DATE: 09/06/1997								
AGENCY: 01 CENTRAL OFFICE										PAY PERIOD NO: 19								
TKU: 601 CLIO PROJECT OFFICE																		
NAME: CHARLEY, BARTON E					SSN: 590-10-1910					APPOINTMENT DATE: 01/19/1981								
HOURS TYPE	PP TOTAL	S	M	T	W	TH	F	S	WEEKLY TOTAL	S	M	T	W	TH	F	S	WEEKLY TOTAL	SUM TOTAL
REG1	64.0		8.0	8.0	8.0	8.0	8.0		40.0		8.0	8.0	8.0				24.0	
ANLV	16.0								0.0					8.0	8.0		16.0	
TOTAL	80.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0	40.0	0.0	8.0	8.0	8.0	8.0	8.0		40.0	
<u>DAY</u> THU		<u>DATE</u> 09/04/1997		<u>HOURS TYPE</u> ANLV		<u>COMMENTS</u> APPROVED VACATION TIME												
SIGNATURE _____																		
SUBMITTED BY: T_DEPT99					DATE SUBMITTED: 10/08/1997					APPROVED BY:					DATE APPROVED:			

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Issue Date: March 26, 2001

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Detail Time Report